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ABSTRACT

This agreement between the Morton College Council, Local 571, American Federation of Teachers and the Board of Junior College District 527 Cook County, Illinois covers the period September 1, 1971 to August 31, 1973. Articles of the agreement cover preamble; definitions; union-board relations; salary and rates of pay; personnel policies and procedures; working conditions; leaves; departmental organization and responsibilities; professional responsibilities; fringe benefits for full-time faculty; procedures for grievance; business office procedures; special clauses concerning changes; term; and superior authority of agreement. Appendices cover a resolution calling election of question of determination of sole negotiating agent, certification of election to determine sole negotiating agent results, and organization of departments. (This document is reproduced from best available copy). (MJM)

Morton College
Illinois
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ED 087273

AGREEMENT BETWEEN

THE MORTON COLLEGE COUNCIL, LOCAL 571, A. F. T.

AND

THE BOARD OF JUNIOR COLLEGE DISTRICT 527

COOK COUNTY, ILLINOIS

SEPTEMBER 1, 1971 - AUGUST 31, 1973

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
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II

Definitions

1. The term "professional staff" refers to all administrators, department chairmen, counselors, teachers, professional librarians, and such other persons who are not on the organizational chart at the time of this Agreement and who are mutually agreed upon hereafter between the Board of Trustees and the Union.

2. The term "faculty" refers to all teachers, counselors, professional librarians, and department chairmen.

3. The term "teaching" includes work in the field of counseling and professional library services.

4. The term "teacher welfare" is either any item mutually agreed upon by the parties to this Agreement or any item contained in this Agreement.

5. An "evening class" is any class that commences after 5 p.m. during the regular two-semester academic year. Saturday classes are included in the category of evening classes.

6. A "summer class" is a class scheduled day or evening during the summer session.

7. "Split shift" is a faculty load consisting of both day and evening classes in the same semester.

8. "The Administration" refers to the President, Vice President(s), Deans, Associate Deans, Directors, Business Manager, Coordinators, and to all persons holding these positions in either permanent, interim, or acting status.

9. "Full-time faculty" refers to faculty members subject to the teaching load specified in this Agreement, IX, 5, page 20, for a semester or more.

10. "Part-time faculty" refers to faculty who are not designated as full-time.

11. "Teacher Aide" refers to an individual who while not possessing full professional standing as determined by training and experience is hired to aid a faculty member.

12. "Academic year" refers to that period as provided by the calendar from the first faculty work day of the first semester through commencement. This period, excluding summer school, consists of two semesters.

13. "Extra work pay" refers to that remuneration received for any work beyond the teaching load for full-time faculty.

IV

Salary and Rates of Pay

1. The compensation program for full-time faculty is based upon the concept of a 36-week academic calendar to include not more than 165 actual work days rendered to the college. The weekly base rate of each salary shall be determined by dividing the total salary paid for an academic year by 36. The weekly base rate shall be used as a basis to determine the amount of compensation paid to faculty for full-time contractual service for an academic year or more.

2. Substitutes employed for a period of ten (10) weeks or more, either on a full-time or part-time basis, during which they fulfill the same duties as a probationary or tenured faculty member (i.e. those who have the responsibility of lesson planning, testing, and record keeping, because they are substituting during sabbatical leaves or are replacing faculty members on sick leave or for any other reason) shall receive an appropriate proportionate amount according to this formula:

$$\frac{\text{No. of days taught}}{165} \times \frac{\text{contact hours}}{30} \times \text{salary at 0 step of their appropriate lane not to exceed the MA lane}$$

Substitutes employed for a period of ten (10) weeks or more shall receive all of the welfare benefits of a full-time faculty member on the 0 step of the salary schedule.

3. Any faculty member who substitutes shall be paid at the rate of $10 per class period. No person shall be paid extra for teaching two sections at the same hour nor shall he be asked to do so.

Faculty members shall receive a voucher signed by the department chairman, each time the faculty member substitutes. Payment for such service shall be made to the faculty member no later than the second pay day following such service.

4. A regularly employed full-time faculty member shall receive credit on the salary schedule as follows: previous college teaching shall be counted one for one not to exceed 11 years' experience credit; previous high school teaching experience shall be counted one for one for the first five years and two for one for the remaining years not to exceed 9 years' experience credit; previous teaching experience at levels lower than the ninth grade shall be counted two for one not to exceed 4 years' experience credit. More than one type of experience may be used for placement on the salary schedule, but in no case shall the total experience credit allowed exceed 11 years.

Summer and evening school teaching for extra pay shall not be counted toward experience on the salary schedule.

Experience other than teaching but directly related to the field of employment at Morton College shall be allowed up to a maximum of five years according to the following criteria:

a. These criteria shall apply equally to all full-time faculty in all departments.

III

Union-Board Relations

1. Junior College District 527 recognizes authorized representatives of the Union consisting of the president and vice presidents, or alternates, and others appointed by the president as parties to this Agreement. Contract ratification is accomplished by the affixing of signatures of the chairman of the College Board and the president of the Union.

2. Not later than February 1, the Board and the Union shall annually give each other, in writing, the names of the members of their respective negotiating committees.

3. Neither the Board and its representatives nor the Union and its representatives will take any action violative of, or inconsistent with, any provision of this Agreement.

4. The Board of Trustees agrees to furnish to the Union, in response to requests from time to time, information concerning the financial resources of the college which is publicly available and which has passed the discussion stage by the Board of Trustees.

5. The Board shall meet with the Union at least twice during each calendar year for negotiation of an Agreement to become effective for the next contractual period. The first meeting shall allow the Union and the Board to discuss their respective proposals previously exchanged and to answer any questions either party may have. The last meeting shall be to ratify the Agreement in writing.

   The president of the college (and whomsoever he deems necessary) shall meet with representatives of the Union at the request of either party to discuss matters relating to the implementation of this Agreement. All meetings shall be held at times convenient.

6. The Board agrees to payroll deductions for Union dues. The Union shall provide the business office with a list of persons desiring payroll deductions. These monies shall be turned over to the Union treasurer.

7. The Board agrees to a policy of non-discrimination against any faculty member, in the appointment to positions or assignments within the college district, on the basis of race, creed, color, national origin, sex, marital status, age, or membership in the Union.

8. The Union agrees to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex, age, marital status, and to represent equally faculty without regard to membership or participation in, or association with, the activities of any faculty organization.

9. Within one week following ratification, the Board shall notify the professional staff of the ratification of the Union-Board Agreement.

I

Preamble

The Morton College Council Teachers' Union, A. F. T., Local 571, having been certified by an election held June 6, 1967, as the sole bargaining agent for the teaching faculty of District 527 (except those persons holding the offices of President, Business Manager, Deans, Administrative Assistants, and Directors) is hereby recognized by the Board of Trustees of Junior College District 527, Cook County, Illinois, as their sole bargaining agent concerning matters of salaries, fringe benefits, directly related economic conditions, grievance policy and procedure, negotiating procedures, and other matters to be mutually agreed upon. (See Appendix B for certification statement.)

The duration of the certificate of results of said election shall be for a period from the date of the election until September 30, 1969, and shall continue thereafter until at least twenty per cent (20%) of said FACULTY as hereinabove defined shall petition that a negotiating agent election be called and an election be held, and a new bargaining agent qualified (in accordance with the provisions of the resolution calling the election on the question of Determination of Sole Negotiating Agent Junior College District 527, Cook County, Illinois, dated May, 1967.) (See Appendix A.)

10. The Board of Trustees agrees to distribute, or cause to be distributed, copies of this entire Agreement to all professional staff within seven work days following ratification of the Agreement by the parties. The Board further agrees to distribute, or cause to be distributed to new professional staff members copies of this Agreement. The Board of Trustees agrees to distribute other policy statements that are available affecting professional staff members at such time as the new member assumes his position on the professional staff. The Union will be responsible for typing the Agreement for reproduction; the Board shall reproduce sufficient copies.

11. When the parties mutually agree to conduct negotiations sessions at times that conflict with faculty responsibilities, as required by the college, the faculty members shall suffer no loss in salary due to the time spent in negotiating sessions.

12. The calendar shall be mutually agreed upon by the Union and the president of the College prior to submission to the Board for adoption prior to the regular March Board meeting.

13. The faculty shall have three week days duty free between the examination period and the beginning of classes for the second semester. These days shall be for the purpose of preparing for the new semester.

14. The college calendar shall provide for at least one full weekday (Monday through Friday) following the last day of final exams before grades are due from the faculty.

15. The Board of Trustees agrees to notify the Union of its regular and special meetings. In addition, the agenda for these meetings will be made available to the Union at approximately the same time as to the Trustees.

16. There shall be no lay-offs of faculty members for the academic year 1972-73.

17. If any part of this Agreement is subsequently declared by legislative, judicial authority, or policies and guidelines of the Illinois Junior College Board to be illegal or non-binding, all other provisions remain in force and will not be affected, so that this Agreement will remain whole with the void provision(s) deleted. Advisory opinions by attorneys do not automatically void parts of this Agreement.

b. Only experience gained subsequent to the 18th birthday shall be considered.

c. Experience shall be considered only if the applicant was employed a normal working week for the occupation in which he was engaged.

d. At least nine months of such employment shall be necessary to allow one year's credit on the salary schedule.

College substitute teaching shall be applied as experience credit on the salary schedule up to a maximum of three years. Substitute teaching in this context is interpreted to mean full-time and continuous teaching of a given program for not less than a complete semester at any one time.

5. The salary schedule for the academic year 1971-1972 shall be based on the following Table, and shall be applicable to all full-time faculty who serve during the period covered by this Agreement. For the 1971-72 academic year, each full-time faculty member shall receive 1 year of experience credit but shall receive a salary based on his experience credit as of Sept. 1, 1970.

Salary Schedule, 1971-1972

EXPERIENCE CREDIT	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PH D
0	$ 8,000	$ 8,300	$ 8,600	$ 8,900	$ 9,200	$ 9,500	$ 9,800	$10,100
1	8,335	8,665	8,995	9,325	9,660	9,995	10,330	10,665
2	8,670	9,030	9,390	9,750	10,120	10,490	10,860	11,230
3	9,005	9,395	9,785	10,175	10,580	10,985	11,390	11,795
4	9,340	9,760	10,180	10,600	11,040	11,480	11,920	12,360
5	9,675	10,125	10,575	11,025	11,500	11,975	12,450	12,925
6	10,010	10,490	10,970	11,450	11,960	12,470	12,980	13,490
7	10,345	10,855	11,365	11,875	12,420	12,965	13,510	14,055
8	10,680	11,220	11,760	12,300	12,880	13,460	14,040	14,620
9	11,015	11,585	12,155	12,725	13,340	13,955	14,570	15,185
10	11,350	11,950	12,550	13,150	13,800	14,450	15,100	15,750
11	11,685	12,315	12,945	13,575	14,260	14,945	15,630	16,315
12	12,020	12,680	13,340	14,000	14,720	15,440	16,160	16,880
13	12,355	13,045	13,735	14,425	15,180	15,935	16,690	17,445
14	12,690	13,410	14,130	14,850	15,640	16,430	17,220	18,010
15	13,025	13,775	14,525	15,275	16,100	16,925	17,750	18,575

6. a. A regularly employed full-time faculty member, upon submission of a letter to the College Board prior to the end of the school year indicating his intent to retire at the end of that school year, shall become eligible for retirement pay. Such retirement pay is to be at the rate of $50 for each year of recognized experience credit and shall be paid as part of the annual salary. For those full-time faculty members retiring during or at the end of the 1971-72 academic year, this provision shall be retroactive to September 1, 1971.

   b. A full-time faculty member who presents evidence of having filed for a pension from the Universities Retirement System shall be defined as having retired; or on the present basis by which the College Board recognizes retirement (which is 25 years of service at Morton).

   c. A regularly employed full-time faculty member who retires for reasons of health under the disability provisions of the Universities Retirement System shall be eligible for retirement pay at the rate of $50 for each year of recognized experience credit.

7. Beginning with the twenty-first year of experience credit, an additional increment of $200 shall be paid annually for each five-year period of service after the 15th year of experience credit.

8. The pay schedule for coaching is as follows:

   a. For the 1971-72 academic year, it is the same as it was for the 1970-71 academic year.

   b. For the 1972-73 academic year:

	Flat Rate
(1. Football and Basketball	
(a. Head Coach	$700
(b. All other assistants	500
(2. Wrestling, Swimming, Gymnastics, and Hockey	
(a. Head Coach	700
(b. All other assistants	500
(3. Baseball, Indoor Track, and Outdoor Track	
(a. Head Coach	700
(b. All other assistants	500
(4. Golf, Tennis, Soccer, Cross Country, and Intramurals	
(a. Head Coach	700
(b. All other assistants	500

9. Full-time faculty members teaching a split shift shall receive, in addition to their regular salary, $25 for each hour of load in the evening up to a maximum of $100 per semester, effective for the 1971-72 academic year only.

10. The final date for application for a change in lateral placement on the salary schedule shall be September 1 of any given year.

11. All student clubs shall be sponsored by the Dean of Community and Student Affairs. Faculty members shall be encouraged to volunteer their assistance in the activities of any club. Club advisors shall be nominated by the respective clubs and approved by the Dean of Community and Student Affairs. There shall be no extra pay for assisting in the activities of any club.

12. Pay for continuing-education and extra-pay classes for evening and summer shall be based on years of experience and academic degrees held, in accordance with the provisions of this contract, as follows:

Expe. Credit	Degree Held	Number of Contact Hours per Week that the Course Normally Meets Per Semester During the Academic Year							
		1	2	3	4	5	6	7	8
		$	$	$	$	$	$	$	$
0	BA	187.00	374.00	561.00	748.00	935.00	1122.00	1309.00	1496.00
1	BA	195.50	391.00	586.50	782.00	977.50	1173.00	1368.50	1564.00
2	BA	204.00	408.00	612.00	816.00	1020.00	1224.00	1428.00	1632.00
3	BA	212.50	425.00	637.50	850.00	1062.50	1275.00	1487.50	1700.00
4	BA	221.00	442.00	663.00	884.00	1105.00	1326.00	1547.00	1768.00
0	MA	221.00	442.00	663.00	884.00	1105.00	1326.00	1547.00	1768.00
1	MA	229.50	459.00	688.50	918.00	1147.50	1377.00	1606.50	1836.00
2	MA	238.00	476.00	714.00	952.00	1190.00	1428.00	1666.00	1904.00
3	MA	246.50	493.00	739.50	986.00	1232.50	1479.00	1725.50	1972.00
4	MA	255.00	510.00	765.00	1020.00	1275.00	1530.00	1785.00	2040.00
0	DR	255.00	510.00	765.00	1020.00	1275.00	1530.00	1785.00	2040.00
1	DR	263.50	527.00	790.50	1054.00	1317.50	1581.00	1844.50	2108.00
2	DR	272.00	544.00	816.00	1088.00	1360.00	1632.00	1904.00	2176.00
3	DR	280.50	561.00	841.50	1122.00	1402.50	1683.00	1963.50	2244.00
4	DR	289.00	578.00	867.00	1156.00	1445.00	1734.00	2023.00	2312.00

V

Personnel Policies and Procedures

1. The official personnel file located in the office of the president shall be the only official file and shall be complete. All material judged by any member of the administration worthy of preservation for the record shall be put in the official file. There may be a periodic review of all the material in the file by the Dean of the College and the faculty member. Upon written request, a faculty member shall have the opportunity of reviewing his file. By mutual agreement of these individuals material may be removed from the file and destroyed.

2. No material relative to a faculty member's conduct, service, character, or personality shall be placed in the official file unless the faculty member has had an opportunity to read the material. (This excludes placement office credentials.) The faculty member may acknowledge that he has read such material by affixing his signature on the copy to be filed, with the understanding that such signature merely signifies that he has read the material to be filed and does not necessarily indicate agreement with its content. A faculty member shall have the right to answer any material filed, and his answer shall be attached to the file copy. A faculty member shall have the obligation to provide a copy of his answer to the person originating the material that is filed.

3. A faculty member shall be permitted to reproduce any material, exclusive of placement office credentials, in his official file. The content of these official files may not be removed from the office, and the faculty member shall arrange with the president's secretary for reproduction of desired materials.

4. Other provisions of this Agreement to the contrary notwithstanding, in the case of probationary faculty members, written notice by the College Board not to re-employ shall be given 60 days before the end of the academic year; if the notice is not given, the faculty member is deemed re-employed for the next year. No dismissal shall be effected without good and sufficient cause. The grievance policy and procedure shall serve for review of recommendations not to re-employ or for review of dismissal notice. Provisions of the grievance policy, including those of XI, 3, i on due process, shall apply, except that, beyond the complaint stage, grievance related to non-reemployment or dismissal of probationary teachers shall be filed with the president. A probationary faculty member's service shall not be deemed to be terminated until 10 days following delivery of the Board's notice; or if the faculty member files a grievance, until the grievance procedure is completed, and then only upon ratification by the Board of Trustees.

5. The president of the college and all other administrators shall state the purpose, in advance to the faculty member, for which a conference dealing with the fitness or performance of a faculty member is called.

6. The president shall post notices in appropriate places listing all vacancies in administrative and staff positions in the college. Qualifications and duties for such positions shall be included in the notification.

7. Job descriptions of all administrators will be placed in the faculty handbook.

8. Before the Board adopts any changes in an organizational chart of the college, the president of the college shall allow the Advisory Committee to Administration to consider such changes.

9. Each faculty member shall be a member of only one department and shall be so listed on the staff roster. A faculty member teaching a course in a department other than the one in which he is a member shall be considered as on loan and not as a member of the department offering the course.

10. Each faculty member shall be classified as <u>full-time</u>, <u>part-time</u>, and/or <u>substitute</u>.

11. All members of the faculty shall receive written confirmation of employment specifying the conditions and length thereof.

12. All committees established for the purpose of selecting a college president shall include three faculty members to be elected by the faculty.

13. No faculty member shall be removed from the classroom or barred from carrying out his normally assigned duties and professional obligations without the observance of academic due process. This shall consist of the following conditions:

    a. The faculty member has been adjudged by the president of the college to be in such a condition that the faculty member's continued presence in the classroom or on the premises constitutes a real and present danger of physical harm to himself, to students, or to other persons, and has been so notified. In such an event, the removal or barring order must be signed by the president. Furthermore, either in the order or within 24 hours following the delivery of the order to the faculty member, it shall be the responsibility of the president to give a written statement to the faculty member specifying the circumstances which prompted the removal or barring order and the specific reason(s) therefor, and a copy to the Union president. Such removal or prohibition from carrying out assigned duties shall not effect the status of the faculty member as it relates to compensation and welfare benefits. These benefits shall be paid under the terms of this Agreement until such time as a hearing has been concluded by the Board of Trustees. This hearing shall be consistent with the method of conference and hearing set forth in the Grievance Procedure of this Agreement. The decision of the hearing shall be in writing and shall not go into effect until signed by the Board of Trustees and delivered to the faculty member concerned.

    OR

    b. The employee has been discharged from his position in accordance with the provisions of applicable law.

14. Nofication of appointment to the summer faculty, together with assignments to courses, shall be given to the teacher in writing by the dean of the college no later than 30 days prior to the beginning of the summer session.

15. a. Before a tenured faculty member is released, every effort shall be made by the college to place the faculty member in another faculty position for which, by experience and training, that faculty member is qualified. Notice of intent to terminate a tenured faculty member by reason of cutbacks shall be given in writing by the president not later than March 1. This provision shall not be construed to cancel or reduce any legal rights to which the faculty member is entitled under tenure.

    b. Teachers shall be released according to department seniority, with those faculty with the least seniority in the discipline affected to be released first.

VI

Working Conditions

1. The college shall make every reasonable effort within the limits of its authority and means to provide parking for faculty members on or near the campus(es).

2. College faculty members shall have available for their use necessary office furniture and equipment. Telephone service will be provided within reasonable proximity to all college faculty office areas.

3. A lounge shall be provided for college faculty and staff according to the availability of space for college purposes.

4. Faculty members shall be selected by each department to work with educational planners and architects in preparing the program of educational specifications prior to the architectural basic-design stage for new construction and/or remodeling of college facilities.

5. The college administration shall provide the staff with instructions for handling medical emergencies.

6. An activities calendar shall be issued monthly to each faculty member prior to the first school day of the month.

7. A full-time faculty clerk-typist shall be provided. The clerk-typist will do work for the faculty which shall have priority over all other work and shall be completed in preference to any other work. The clerk-typist's desk shall be located in the faculty mailbox room.

8. Teacher aides shall not be assigned to a faculty member without the teacher's consent.

VII

Leaves

A. For Full-Time Faculty:

1. Sick Leave:

a. Definition: Absence approved as "sick leave" shall, in general, be absence owing to personal illness or incapacity which prevents a faculty member from performing his teaching or other professional duties.

b. Extent:

(1. Fifteen (15) days each academic year at full pay. In the event that the full amount of annual leave thus allowed is not used, the unused amount shall cumulate as long as the faculty member is in continuous employment status with Morton College.

(2. Ten (10) days at reduced pay each academic year. The reduced pay is defined as full pay minus $30 for each school day of absence and shall cumulate to sixty (60) days. Leave at reduced pay shall cumulate separately from but concurrently with leave at full pay and in the same manner.

c. Application:

(1. Absence for sick leave shall be subtracted from the accumulated leave.

(2. When and if the "full-pay days" have been exhausted, the balance of the absence days shall be subtracted from the reduced-pay accumulation pool.

(3. The Board of Trustees may require a certificate from a licensed physician of the faculty member's choice in the case of an absence as sick leave which exceeds ten (10) continuous duty days.

(4. Each year, beginning with the first day of the fall semester, faculty members shall be credited with fifteen (15) days additional sick leave at full pay and ten (10) days additional at reduced pay.

(5. Each year, with the first pay check of the fall semester, each faculty member shall receive a statement of the accumulated sick leave, to include the days credited for that academic year.

2. Personal Leave:

a. Absence approved as personal leave shall be absence for reasons other than illness or incapacity and shall result in no loss of pay.

b. Personal leave shall not exceed five (5) days each academic year and shall not be accumulated from year to year.

c. Personal leave is automatically approved for:

(1. Death or critical illness in the immediate family or household (mother, father, brothers, sisters, wife, husband, children, grandparents on both sides of the family, or other kin held in special regard).

(2. Wedding in the immediate family.

(3. Personal business. Although a faculty member is under no obligation to state a reason other than "personal business," the following should serve as a guide: Personal business shall mean an activity that requires the faculty member's presence during the school day and is of such a nature that it cannot be attended to at a time when the college is not in session or at the conclusion of a working day or on a weekend. Certain types of family obligations, legal commitments, unusual circumstances related to professional growth, and emergencies are considered to be justification for the utilization of the personal business leave. When there is reason to believe that the personal leave provision has been misused the faculty member may be required to submit an affidavit concerning the business exigency.

(4. Transportation difficulties.

(5. Court attendance.

d. A personal leave is validated for record-keeping purposes by the appropriate administrator upon application of the faculty member through his department chairman.

3. Jury Duty Leave: Absence because of service on jury duty shall result in no loss of pay for the days absent. Remuneration received for jury duty shall be reimbursed to the college.

4. Maternity Leave:

a. Definition: Absence approved as maternity leave shall be absence during the period of pregnancy, birth, and recuperation from birth.

b. Extent: Leave shall normally be for two semesters. Under extenuating circumstances a faculty member may petition the board for a one-semester extension.

c. Maternity leave shall be without compensation and without loss of job rights. Fringe benefits shall be continued at the option and expense of the faculty member.

d. Maternity leave shall not be counted as teaching experience and shall not be counted toward advancement on the salary schedule.

e. Request for maternity leave shall be approved by the Board of Trustees.

5. Military Leave: The contractual continued service of faculty members shall not be impaired because of absence due to being called to the military service of the United States. Required time spent in such military service shall count in all aspects as teaching experience up to a maximum of two years.

6. When a faculty member is charged with a leave, he shall receive a statement as to the type and extent of the leave charged.

7. Sabbatical Leave: Sabbatical leaves for faculty members are authorized under the following conditions:

   a. The first sabbatical leave may be taken after a faculty member's sixth full year of service; and a subsequent sabbatical may be taken only after six additional years of teaching service, not necessarily consecutive, or in the 7th, 14th, 21st, etc., years of experience at Morton College.

   b. A sabbatical leave may be taken for either one semester or for one year. It may not be taken for a fraction of a semester.

   c. Sabbatical leaves may be granted for study or research or a combination of these only if they benefit the college. A plan for the period of leave shall accompany the request for leave, which shall be submitted in writing prior to March 1 and directed to the president for his approval. Requests may be placed on the Board agenda no later than the regular April meeting for action.

   d. During the sabbatical leave, the faculty member shall receive the difference between his established salary for the period and $1,900 a semester. However, a faculty member who has not had a sabbatical leave of one or two semesters' duration after 12 years of service may take a leave of one or two semesters' duration and shall have $1,000 deducted for each semester. The Board shall pay the teacher's contribution to the State Universities Retirement System during the sabbatical period.

   e. Priority for sabbatical leaves shall be:

      (1. service since previous sabbatical leave and number of leaves

      (2. purpose of sabbatical

      (3. recommendation of department chairman

      (4. availability of substitutes

      (5. budget allocation

   f. The number of faculty that may be permitted at any one time to go on sabbatical leave shall not exceed three per cent.

   g. Faculty members returning from sabbatical leave shall submit a written report of their experience to the president or report orally to the faculty or to departmental faculty groups where a representative of the school administration is present.

h. All fringe benefits such as hospitalization, major medical insurance, and life insurance shall remain in force for the duration of the sabbatical leave.

B. For Full- or Part-Time Faculty:

1. Religious Leave: Absence because of major religious observances shall result in neither loss of pay nor loss of personal leave. Such absence shall not exceed three days per academic year.

2. Faculty members in the Continuing Education program shall accrue for each period beginning September 1 and ending August 31, up to a maximum of four (4) days of sick leave, with full pay at the rate of one sick-leave day per semester or equivalent. The faculty member shall not receive additional pay if he makes up the time lost due to his sick leave.

VIII

Departmental Organization and Responsibilities

1. All instructional departments, as well as counselors, shall have chairmen elected by their faculty in accordance with the method prescribed in the Organization of Departments, except as modified in Section VIII (see Appendix C).

2. A new unit of Interdisciplinary and Innovative Studies shall be established. This unit shall be limited to full-time faculty members who may volunteer to serve and be admitted to this unit on a full- or part-time basis upon approval of the dean of the college. Any provision of this section to the contrary notwithstanding, the head of this unit shall be the dean of the college. The innovative structure of this unit shall be developed by the faculty of this unit with the coope ation and approval of the dean of the college. However, this shall not be construed to prevent any other department of the college from developing experimental, interdisciplinary, and/or innovative courses.

   The new unit of Interdisciplinary and Innovative Studies will not teach any course which is now being taught (academic year 1971-72) except in the areas of the humanities and communications.

3. All elections for department chairmen shall be conducted by the department. Regular elections for vacancies created by reason of expiration of term shall be in March of the year in which a term of office ends. Each member of a department having a minimum of half load shall have one vote. Ballots will be mailed to members on leave.

4. The dean of the college shall notify the department concerned whenever a chairmanship becomes vacant other than by reason of expiration of regular term. Chairmen elected to fill such vacancies shall serve the unexpired portion of a term, or in the event of vacancies created by sabbaticals or illnesses, the period during which the regular incumbent is absent. Prompt special elections shall be held to fill such vacancies.

5. In the event that regulations either of law or of outside bodies and agencies having jurisdiction over Morton College prescribe special requirements or qualifications for the chairmanship of any department, such regulations shall be communicated by the president to the department in order that candidacy be limited to those eligible.

6. In the event that a department chairman is informed by the administration of the possibility of changes in said department pertaining to curricula or teacher welfare not covered by the Union-Board Agreement, the department chairman shall immediately call a meeting to discuss these proposed changes. The opinions of the department that are pertinent to the proposed changes shall be conveyed to the administration by the department chairmen.

7. The chairman shall call department meetings as circumstances indicate for the purpose of conducting departmental business (see Appendix C).

8. In the screening, interviewing, and selecting of all new department members, the department members, the department chairman, and the dean of the college shall be involved. The dean of the college contacts outside sources, such as university placement offices, and accepts and acknowledges applications for employment. The department chairman and other staff members also submit names of possible candidates.

   The department chairman shall receive the ten applications judged most promising by the dean of the college. However, the department chairman has the right to consider all of the applicants if he desires. After the department chairman has reviewed the letters of application, he and the dean of the college select the candidates to be interviewed.

   The initial interview of each selected candidate is conducted by the dean of the college and the department chairman in the dean's office. If the judgment of these two indicates the candidate deserves further consideration, the department chairman presents the candidate to the members of the department. The evaluations of these members are considered by the department chairman and the dean of the college when together they hold their final discussion to determine a candidate to recommend to the president. The dean of the college has the final responsibility to make this recommendation.

9. No full-time Morton College faculty member who has requested an extra-pay assignment 35 days before the commencement of classes for courses in his department that he is qualified to teach shall be denied such assignment while a person not a regular member of the Morton College faculty is assigned such courses.

10. The responsibility for proctoring examinations shall be that of the departments.

11. The department chairmen shall provide all tenured, probationary, part-time, or substitute faculty members with current course outlines or syllabi. The faculty member shall be required to follow these outlines and syllabi.

12. Course-offering procedure is as follows:

    a. Recommended by department chairman in consultation with faculty.

    b. Department chairmen will submit their recommendations to the dean of the college for his approval.

    c. If there is a disagreement between the department chairman and the dean of the college, the chairman will report this to the president in writing with a copy to the dean.

    d. The president will make the final decision.

13. Teaching assignments shall be made by the following procedure:

    a. Initially by department chairman in consultation with faculty.

b. Department chairmen will submit their assignments to the dean of the college for his approval.

c. If there is disagreement between the department chairman and the dean of the college, the department chairman will report this to the president in writing with a copy to the dean of the college.

d. The president will make the final decision regarding the disagreement.

Assignments are to be based upon recognized criteria of qualifications for the course to be taught and shall also take into account the desirability of rotation among fully qualified instructors for a particular course.

14. Effective September 1, 1972, the amount of released time from instructional responsibilities for departmental chairmen shall be as follows:

Number of Full-Time Contractual Instructors	Semester Hours Released Time (Reduction in Load)
1 - 3	2 hrs/year or 1 hr/sem.
4 - 5	4 hrs/year or 2 hrs/sem.
6 or more	6 hrs/year or 3 hrs/sem.

Prior to September 1, 1972, there will be no changes in or additional remuneration for department released time as scheduled at the time of ratification of this Agreement.

15. No department shall have its title changed.

IX

Professional Responsibilities

1. Standing faculty committees are the Committee on Academic Standards, Advisory Committee to Administration, Faculty Committee on Student Personnel, and the Curriculum Committee. Additional standing faculty committees shall be established by mutual consent of the Union and the president of the college.

2. Membership on standing faculty committees exclusive of student membership shall be limited to six faculty members elected to each committee for three-year terms. The elections for committee members shall take place by March 10 of each year and shall be the responsibility of the Horton College Faculty Assembly. The term of office for each member elected under this provision shall begin with September 1 of the academic year in which the member is to begin his service. If a member elected is to fill a vacancy, he begins service upon election. No member having served one full three-year term may succeed himself. No faculty member shall be elected to serve on more than one standing committee concurrently.

3. The standing faculty committees shall report as follows:

   a. Committee on Academic Standards to the dean of the college;

   b. Faculty Committee on Student Personnel to the dean of community and student affairs;

   c. Advisory Committee to Administration to the president; and

   d. Curriculum Committee to the director of programs.

   There shall be no reduction in load for committee work.

4. With regard to student advisement and registration, the faculty shall serve in an advisory manner on questions relevant to their disciplines.

5. The load policy for full-time faculty shall be:

   a. A maximum of 15 contact hours per week; any deviation beyond 16 contact hours shall be with the consent of the faculty member and beyond 15 contact hours shall be paid for by referring to the Continuing Education and Extra Pay Salary Schedule (page 8). Maximum load for English Composition shall be 13 hours.

   b. No faculty member shall be required to have more than three preparations; an assignment to either a scheduled laboratory, or an open lab shall constitute a preparation.

c. Office hours shall be a matter of professional judgment of the faculty member. It is expected that faculty members will provide adequate time for consultation with students. Office hours shall be posted and on record with the dean of the college.

d. A faculty member shall not be given a teaching schedule of more than eight (8) consecutive clock hours per day.

e. Librarians and counselors shall have a maximum load of 35 contact hours per week for 36 weeks.

f. Lab type situations and P. E. apply 0.8 factor for each scheduled contact hour. This also applies to individualized instruction in manual skill-type lab courses such as typing.

g. For cooperative programs such as Mid-Management, a normal load is 15 contact hours with 3 contact hours of credit for the internship program for 1-20 students, 4 contact hours for 21-25 students, 5 contact hours for 26-30 students, and 6 contact hours for 31-35 students.

6. Student grades as reported by a faculty member shall be final and shall not be questioned if defined as pedagogically justifiable and reasonable by both the administrator and department involved. Pass-fail grades, once assigned, shall not be changed to letter or number grades.

7. No restrictions whatever shall be in effect against the right of a faculty member freely to publish by printing or other means, information, opinions, or material in any media on any subject, except:

   a. those limitations which are applicable equally under the law to all citizens, such as those prohibiting libel and slander; and

   b. those limitations imposed by his special position in the community as a person of learning and an educational officer, which enjoins teachers to be at all times accurate, exercise appropriate restraint, and show respect for the opinions of others.

   Regulations now in existence or to be promulgated bearing on expression, oral or written, shall be applicable only in cases where a staff member is acting in an expressly official capacity as a spokesman for the institution or one of its duly designated subdivisions.

8. Faculty members responsible for publications, for music and drama, speech arts, production, etc., shall have released time based on a review by the college president of the faculty member's situation.

9. Class sizes shall be flexible and will be determined by the dean of the college after consultation with the respective faculty members.

X

Fringe Benefits for Full-Time Faculty

1. The College Board agrees to provide a $15,000 double indemnity life insurance policy for each faculty member.

2. All faculty members shall be given the opportunity to purchase additional amounts of life insurance on the payroll deduction plan.

3. The Board of Trustees shall pay for individual coverage for hospitalization insurance, medical-surgical insurance, and major medical insurance for all faculty members. Insurance benefits under this coverage shall be equivalent to or greater than those of the 1968-69 program.

4. Where husband and wife are both employed as staff members, the cost of insurance for both will be applied, at the option of the pair, toward the cost of family-plan benefit insurance.

5. The Board of Trustees shall reimburse each faculty member for the cost of tuition of college-level courses where written approval by the dean of the college has been given in advance of registration. This amount shall not exceed $90 per fiscal year per faculty member. Reimbursement shall be made upon presentation of evidence of successful completion of the course(s).

XI

Procedures for Grievance

1. Definition of grievance: A grievance shall be defined as an alleged violation or a misinterpretation or a misapplication of the terms of this Agreement.

2. The foregoing construction of a "grievance" notwithstanding, it is understood that until the employee, together with the Union, specifies that the problem raised is a grievance, the matter at issue remains a complaint only. The status of "complaint" means that, with reference to the employee, the Union is assisting the employee upon his request only to the extent of: (a) helping him define and articulate his problem, (b) helping him find out and interpret facts and pertinent provisions concerning his situation, and (c) naming someone to accompany him at proceedings, with a view to resolving the problem expeditiously. At such times as the employee, together with the Union, decides that the problem has not been satisfactorily disposed of as a complaint, he shall then notify the appropriate official that he is filing a grievance. This action on the employee's part places the disputed matter in the category of a grievance.

3. In order to establish an orderly process for the resolution of employee grievances, the Board establishes the following policy and procedure:

   a. The employee's grievance shall be submitted in writing in the first instance to his immediate responsible officer.

   b. If the grievance is not settled by the respective responsible officer, the aggrieved shall have the right to refer his grievance to the person next in line of authority as defined in the administrative organization.

   c. If the grievance is not settled by the respective officers, the employee may request the grievance be referred to the president. All reports from previous appeals shall be submitted with the employee's appeal. If the aggrieved requests representation, it shall be granted at any stage of the grievance procedure, including the complaint stage.

   d. If dissatisfied with the outcome of the above three steps, an employee or an organization representing the employee may refer the grievance to the Board by arranging through the president for an appointment with the Board. The president shall prepare a review of the case for the Board. The Board shall also be given a statement from the aggrieved reviewing previous efforts to resolve the disagreements.

   e. The Board shall receive representatives of organizations acting for individuals or groups of employees only after individual employees or representatives have failed to resolve their grievance or disagreements with the president and have requested audience, through the president, for their representatives.

f. At the earliest possible date, the Board shall inform all interested parties of its decision. Likewise, at the earliest possible date, a decision report shall be made in writing to the aggrieved by the persons to whom the hearing was referred.

g. Some specific time should be established for holding conferences on grievance following the receipt of grievance, and some specific time should be indicated for informing the aggrieved of the decision following the last conference. This policy provides that the timing be 15 days as a maximum before holding the first conference and 5 days following the last conference for informing the aggrieved of the decision. This timing is to be observed at all levels in the procedure except that 25 days are to be allowed the Board for holding its first hearing and 8 days for rendering a decision.

h. Whenever an employee is summoned for an interview or a hearing for the record which may lead, on the one hand, to dismissal or other disciplinary action; or on the other hand, to a termination without prejudice, then he shall be given at least 2 days' notice; and such notice shall specify the nature of the business. The provisions of grievance shall apply. The faculty member shall be advised by the administrator of his right to have representation of his own choosing throughout all stages of grievance, including the complaint stage. Conferences held on grievance shall be scheduled at a time and place which will afford ample opportunity for all persons who are entitled to attend, including representatives of and witnesses for the aggrieved, to do so.

i. The principles involved in all grievance and disciplinary matters generally include the concept of confrontation of witnesses and examination of evidence. When accusations are brought and facts are in dispute, the teacher shall be informed prior to any hearing of all the charges against him in writing. He shall be given full rights of representation by counsel, and full opportunity to deny, to refute, and to rebut. Both the teacher and the administration shall have the right to present and examine witnesses and to cross-examine witnesses. The administration shall make available to the teacher such authority as it may possess to require the presence of witnesses.

It is a fundamental principle of fairness that the charges against a person are to be made the basis of action only when proven, and that the burden of proof rests upon those who bring them. The responsibility for applying this principle in the world of education rests primarily upon the governing board and the administration of an institution.

While the investigations or hearings are taking place, though a teacher may be under summary suspension, the teacher's rights are not to be prejudiced. This means that the instructor shall continue to receive his full pay pending final adjudication.

Also, when a hearing takes place, it should be conducted by a standing committee or by a special group of full-time teaching colleagues, democratically chosen by and representative of the teaching staff and selected by pre-established rules.

j. The Union, at its discretion, shall have the right to pursue the issue presented by the aggrieved independently in cases where it believes that the grievance affects the welfare of a sizable number of faculty members who are similarly situated.

k. When the aggrieved wishes Union representation, the following shall apply:

(1. The aggrieved shall address his signed grievance, accompanied by relevant papers, to the appropriate administrator through the president of the Morton College Union. The president will transmit the grievance, along with such recommendations as he sees fit, to the officials addressed. The president of the Union, moreover, shall include in his forwarding message the name of the person (or persons) who will serve as the Union representative for the aggrieved.

(2. While the grievance is being processed, contact relative to the grievance by any administrator with the aggrieved shall be made only through, or in the presence of, the designated representative, and all proceedings shall be held in the presence of said representative.

XII

Business Office Procedures

1. All changes in Business Office policies or procedures bearing on the financial welfare of faculty members, individually or collectively, shall be negotiated with the Union before their implementation.

2. A faculty member shall receive a written statement of explanation of any extra deductions where the code is not identified on the check stub.

3. For each pay period any amounts over and above the contractual salary shall be identified and labeled on the attached check stub; inclusive dates of the service so compensated shall be indicated as well. The income tax deduction for such extra pay shall be calculated according to the extra pay tables provided by the Internal Revenue Service.

4. Faculty members shall have the right to purchase under payroll deduction a tax-sheltered annuity plan of their own choosing from a list of four plans selected by interested faculty. Plans carried by faculty coming into the college shall be honored.

5. Faculty members shall also have the right to purchase United States Savings Bonds under payroll deduction. Deductions shall go into effect upon written notice and authorization by the faculty member to the business office.

6. The annual salary shall be paid in 20 or 24 semi-monthly equal payments at the option of the faculty member. With the exception of new employees, faculty members must notify the Business Office of their preference no later than June 1.

7. When college-owned vehicles are purchased, they shall be available for faculty use in connection with instructional activities, procedures to be determined by the Business Office. The Board of Trustees shall carry adequate insurance on college vehicles and on authorized drivers holding valid Illinois drivers' licenses.

XIII

Special Clauses Concerning

Changes, Term, and Superior Authority of Agreement

1. Matters Not Covered by This Agreement: The College Board agrees that except for those matters forming a part of this Agreement--which may be changed only by mutual consent of both parties--no changes in existing faculty welfare and educational policies will be effected without consultation with the Union and notification to the Union will be given as far as is reasonably possible in advance of the proposed date of adoption of any such change, for the purpose of affording the Union an opportunity, if it has any objections to such proposed change, to resolve these objections with the Board and its representatives, before any change is adopted.

2. The terms of the foregoing agreement are for the period September 1, 1971, through August 31, 1973, inclusive, unless otherwise herein specified and with the exception that the items numbered IV, 5; VIII, 14; and IX, 5 shall be renegotiated at the option of either party provided request is made in writing.

3. If any provision contained in the Board policy is in conflict with this Agreement, this Agreement shall prevail.

Date: April 12, 1972

Albert Jedlicka
Chairman of the Board
Junior College District No. 527

Clifford P. Jensen
President
Morton College Council, AFT Local 571
West Suburban Teachers Union

XIV

Appendices

These appendices are for information only and are not a part of this Agreement.

Appendix A: Resolution calling Election on Question of Determination of Sole Negotiating Agent Cicero-Stickney Township High School District No. 201 and Morton Junior College District No. 527, Cook County, Illinois 29

Appendix B: Certification of Election to Determine Sole Negotiating Agent Results 36

Appendix C: Organization of Departments 37

SECTION 2: That there will be and there is hereby called an election to be held on Tuesday, the 6th day of June, 1967, for the purpose of determining what agent, if any, the TEACHERS desire to have represent them as their sole negotiating agent.

SECTION 3: That the rules and provisions regarding the said elections shall be as follows:

Date of election

Tuesday, June 6, 1967

Polling Places

TEACHERS teaching at the East building both in the high school and junior college shall vote in Room 213 at the East campus building.

TEACHERS who teach in both buildings shall vote in the East building.

TEACHERS who teach in the West building, except as indicated above, shall vote in A118 at the West campus building.

Hours of Election

The polls shall be open from the hour of 11:30 a.m. until 5:00 p.m.

Judges of Election

The American Arbitration Association (hereinafter referred to as the "Association") shall be responsible for preparation of ballots, notification of TEACHERS, and the provisions for the judges at the polling places on the day of election.

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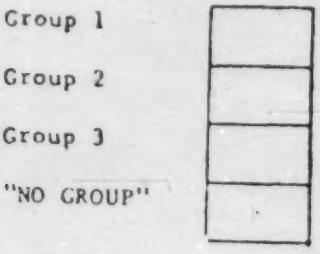
Proposition to be submitted on the Ballot:

The ballot shall be in substantially the following form:

DESIGNATE ON THE BALLOT, THE GROUP BY WHICH YOU DESIRE TO BE REPRESENTED AS YOUR SOLE NEGOTIATION AGENT CONCERNING MATTERS OF SALARIES, FRINGE BENEFITS, DIRECTLY RELATED ECONOMIC CONDITIONS, GRIEVANCE PROCEDURES, NEGOTIATING PROCEDURES, AND OTHER MATTERS TO BE MUTUALLY AGREED UPON, BY VOTING FOR ONE ONLY.

IN THE EVENT YOU DO NOT DESIRE TO BE REPRESENTED BY ANY GROUP, YOU MAY VOTE FOR " "NO GROUP".

Mark X in one square only, indicating how you desire to vote.



Preparation of Ballots

The ASSOCIATION shall have the responsibility for the preparation of the ballots and delivery thereof to the respective polling places prior to the time designated for the opening of the polls.

High School and Junior College

The high school and junior college TEACHERS shall determine independently of each other by separate ballots for high school and junior college.

High School TEACHERS shall be defined as those who during the current year teach less than six (6) semester hours in the college.

College TEACHERS shall be defined as those who during the current year teach six (6) or more semester hours in the junior college.

Nomination for Group Name To Appear on Ballot:

Nominations for the name of a group to appear on the ballot to represent the TEACHERS as sole negotiating agent shall be made by petition signed by the officers of the organization and shall be filed with the ASSOCIATION not later than the 26th day of May, 1967. The filing of a nomination petition on behalf of any group shall constitute an agreement by such group that it will abide by all of the provisions of this resolution.

Position of Propositions on Ballot:

Position of a group's name on the ballot shall be in the order in which the petitions are received by the ASSOCIATION.

Conduct of the Election:

Except as herein otherwise provided, the election shall be conducted, insofar as possible, in accordance with Article 9 -- Elections -- of the School Code of the State of Illinois, particularly with reference to:

Opening polls, ballots, challenges, electioneering (Section 9-14)
Watchers (Section 9-14.2)
Canvass of votes (Section 9-15)
Disposition of poll books, etc., (Section 9-16)

Each voter should be prepared to provide proper identification

Absentee Ballots:

The ASSOCIATION will provide information regarding procedure for absentee balloting.

Signature of Arbitrator on Back of Ballot:

Every ballot to be voted in this election shall carry on the reverse side thereof the facsimile signature of the arbitrator assigned by the ASSOCIATION.

Initials of Judges of Election:

To obtain a ballot, the voter must sign opposite his printed name on the eligibility list. At the time a ballot is delivered to a person qualified to vote, one of the judges of election at the polling place shall initial the ballot and hand the same to the voter. No ballot shall be counted that does not bear both the facsimile signature of the arbitrator and the initials of a judge of election, as provided herein.

Electioneering on School Premises:

To the end that members of the Teaching Staff shall use their best efforts not to involve the student body in the election, group discussions concerning the election shall be limited to the teachers' lounges, teachers' cafeterias and such other rooms that may upon request be assigned for discussion purposes by the Superintendent of Schools. Election posters shall be limited to the teachers' lounges and cafeterias. Teacher's mail boxes may be used for the delivery of informational material bearing identification of the distributing organization, but such material shall not be handled by any student.

On election day, no election judge (or other election official), challenger or watcher, or any other person shall be permitted to do any electioneering or soliciting of votes inside any polling place or classrooms.

No person shall be permitted to interfere with, hinder, or oppose in any way any person coming to a polling place to vote.

Persons not included in voting units are not to engage in campaigning.

Watchers' Credentials:

Each organization, whose name, appears on the ballot shall provide the ASSOCIATION with a list of persons eligible to serve as poll watchers. No group may have more than two watchers present at any one time in a given polling place.

Persons Elizible to Vote at the Polling Places:

The Superintendent of School Districts No. 201 and 527 shall prepare a list of all persons who are qualified to vote at each of the polling places hereinabove provided, such list shall be prepared as of the date of the adoption of this resolution. Upon notification by the ASSOCIATION, the Superintendent shall provide to each group whose name will appear on the ballot a list of persons eligible to vote. Also he shall post a copy of such list on the administrative bulletin board in each building. As soon as possible following the adoption of this resolution, he shall furnish such a list to the ASSOCIATION.

Counting of Ballots:

After the polls are closed, all ballots shall be immediately transported under lock and key by the judges of election to the Board Room in the East building. Upon all ballots being so delivered, they shall thereupon be placed in one ballot box and mixed. Thereafter the ballots shall be immediately counted by the judges of election and recorded on the tally sheets.

Vote Required:

In order for any negotiating agent to obtain exclusive recognition, more than fifty percent (50%) of the persons voting at said election must indicate by ballot their desire for such negotiating agent to represent them. In the event no proposition receives a simple majority, a run off election between the two receiving the largest number of votes will be held.

SECTION 4: Any collective negotiating agreement which may hereafter be entered into by the BOARDS, pursuant to the results of said election, with any sole negotiating agent so elected, shall be consistant with the School Code of Illinois and applicable judicial interpretations thereof.

SECTION 5: The duration of the certificate of results of said election shall be for a period from the date of the election until September 30, 1969 and shall continue thereafter until at least twenty per cent (20%) of said TEACHERS as hereinabove defined shall petition that a negotiating agent election be called.

SECTION 6: That if a sole negotiating agent is elected by the TEACHERS in the election hereby provided, such election shall become operative immediately, but shall not affect any salary or other negotiated agreements currently adopted for the school year 1967-68, or adopted prior to July 1, 1967.

ADOPTED this _____ day of _____, 1967

AYES:

NAYS:

ABSENT:

_____
President

ATTESTED AND FILED in my office

this _____ day of _____, 1967

_____
Secretary

I certify that the above was taken from the regular minutes of the Board of Education for the date of May 8, 1967.

James V. Moon

James V. Moon, Superintendent
J. Sterling Morton High Schools
District No. 201.

Dated: September 23, 1970

BOARD OF EDUCATION. EDWARD W. CHODL, President—OTTO PECHA, JR., Secretary
JOSEPH JABLONSKI—CHARLES JANATA—GEORGE NEMEC—OTTO OPLATKA—GEORGE PROSCH

J. STERLING MORTON HIGH SCHOOLS & JUNIOR COLLEGE
Walter L. Cooper, Superintendent
2423 South Austin Boulevard, Cicero, Illinois 60650
OLympic 2-1100

June 15, 1967

Mr. William Vonicek
President
Morton Council Teachers' Union
AFT Local 571

Dear Mr. Vonicek:

This is to inform you and your organization that on Monday night, June 12, at the regular meeting of the Board of Education of District 201, Cook County, and the Interim Junior College Board of Education, District 527, Cook County, these Boards were advised of the results of the election to determine a sole negotiating agent held on June 6, 1967.

Based upon the results of the election, the Board of Education, District 201, and the Interim Board of Education of District 527 hereby recognize the Morton Council Teachers' Union, AFT Local 571 as the Sole Negotiating Agent for the teachers of the two school districts above identified.

Very truly yours,

Walter L. Cooper

Walter L. Cooper
Superintendent

WLC:ln

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ORGANIZATION OF DEPARTMENTS

Division of University Parallel Education

I. Departments Established

The following departments were established July 15, 1969:

Language Arts
- English and Speech
- Foreign Languages

Science and Mathematics
- Biology
- Chemistry
- Geography and Geology
- Mathematics
- Physics

Fine and Performing Arts
- Art
- Music
- Dramatic Productions

Social Sciences
- Economics
- History
- Philosophy
- Political Science
- Psychology and Sociology
- Social Science

Physical Education
- Physical Education For Men and/or Women

II. Procedure for Creation of New Departments

Three or more instructors in a similar subject matter discipline may petition the Head of the Division of University Parallel Education for the creation of a new department. Such petition shall contain the rationale for the establishment of a new department and indicate why the existing departmental structure prevents the effective achievement of common goals.

Such petition shall be forwarded by the Head of the Division of University Parallel Education through the Dean of Instruction, together with their recommendations, to the President for action.

III. Procedure for Election of Departmental Chairmen

Departmental chairmen shall be elected by the faculty of each department subject to the approval of the Dean of Instruction and the President of the College.

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Initially, departmental chairmen will be nominated the week of September 30TH, 1968, and the election of departmental chairmen shall take place no later than the week following. The departmental chairmen shall assume office upon election. For subsequent elections the nominations shall take place the first full week in May, and the election shall be held during the week following; the departmental chairmen shall assume office as of June 15.

For the purpose of determining nominees for a departmental chairmanship, a form shall be distributed to each eligible staff member whereon the staff member may indicate his willingness to serve, and he may nominate another member of his department for the chairmanship.

The departmental member receiving a majority of votes cast shall be elected chairman; however, the Hare Preferential System[1] will be used in order to eliminate the necessity for subsequent run-off elections in the event no one individual receives a majority of first choices.

Instructors eligible to vote for chairman shall be those on contractual service who teach seven or more semester hours, or have the equivalent in instructional responsibilities.

An election for the recall of a departmental chairman may be initiated by petition presented to the Head of the Division of University Parallel Education signed by two-thirds (2/3) of the members of the department. After a hearing, an election will be held and the chairman will be recalled if 75% of the votes cast favor such a recall.

IV. Term of Office

Departmental chairmen elected in October of 1968 will continue in office until the end of the second semester 1970. Those elected in May of 1970 shall serve for a term of three years. The matter of succession will be discussed at a later date.

In the event a chairmanship becomes vacant, due to resignation or other means, prior to the end of the term, a successor will be elected to complete the remainder of the term. In the event a new department is created from an existing department, the term of the existing chairman shall terminate with the creation of a new department.

[1]The Hare Preferential System permits a voter to list candidates in the order of his preference.

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V. Duties of Departmental Chairman

The primary function of a departmental chairman is to assist his colleagues in achieving their goals by virtue of his leadership qualities and the depth of knowledge he possesses of his academic field. Among his duties are the following:

A. Curriculum

The departmental chairman will engage his colleagues in better identifying the major educational objectives of the department and the aims of the specific courses. He will seek to have the department develop and continuously revise the course outlines and, where desirable, develop uniformity of goals and objectives for a given course. He will provide the leadership for the development of new instructional methods and the initiation of new course offerings. He will recommend adoption of textbooks and other learning materials which have been chosen by the department as appropriate to the objectives of the courses. In cooperation with the Head of the Division of University Parallel Education, he will strive for close curricular articulation with universities to which our students transfer as well as with the high schools from which Morton College draws its students.

B. Staff

The departmental chairman is to recommend to the division head instructor assignments and the number and qualifications of persons on the instructional staff; he or his colleagues are to participate in faculty recruitment and interview of candidates whenever possible. The departmental chairman will keep himself informed about the members of his department so as to support their preparation, qualifications, and performance. He should visit probationary teachers' classrooms with a view to assisting them in becoming oriented to the Morton College setting. He will assist the members of his department in their professional growth; he will encourage faculty membership in professional societies, participation in workshops, and attendance at professional meetings. He will recommend all travel requests for the department. It is assumed that the department will hold regular meetings at which the chairman will preside. He may also call and preside at special meetings. He shall submit budget requests for equipment and supplies for the next fiscal year and submit with his recommendation all requisitions for the department. He is to make provision for the care of departmental equipment and supplies and should be prepared to provide an inventory of departmental equipment. He will encourage the development and organization of departmental testing programs for purposes of placement and/or evaluation.

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D. Counseling and Placement

The departmental chairman will serve as a subject matter consultant to counselors.

VI. Released Time

The amount of released time from instructional responsibilities for departmental chairmen will be subject to review during the second semester of 1968-69. Initially the following released time will prevail:

Number of FTE Contractual Instructors	Semester Hours Released Time
4 or less	1 - 2
4.1 to 9	3 - 4
9.1 to 18	6 - 7
More than 18	9 - 10

V. J. Cerveny
Dean of Instruction

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FORMAT FOR PETITION TO ESTABLISH A NEW DEPARTMENT

Division of University Parallel Education

I. Name of Proposed Department _____

II. Courses to be included in New Department:

III. Faculty Members Teaching Above Courses:

IV. Rationale For Separate Department
(Also indicate the reasons the existing departmental structure prevents the effective achievement of common goals)

V. Recommended initial length of chairman's term of office.
(Not to exceed three years)

VI. Routing and Recommendations:

Head, Division of University Parallel Instruction

Dean of Instruction

President (For Action)

Reply to Petitioners

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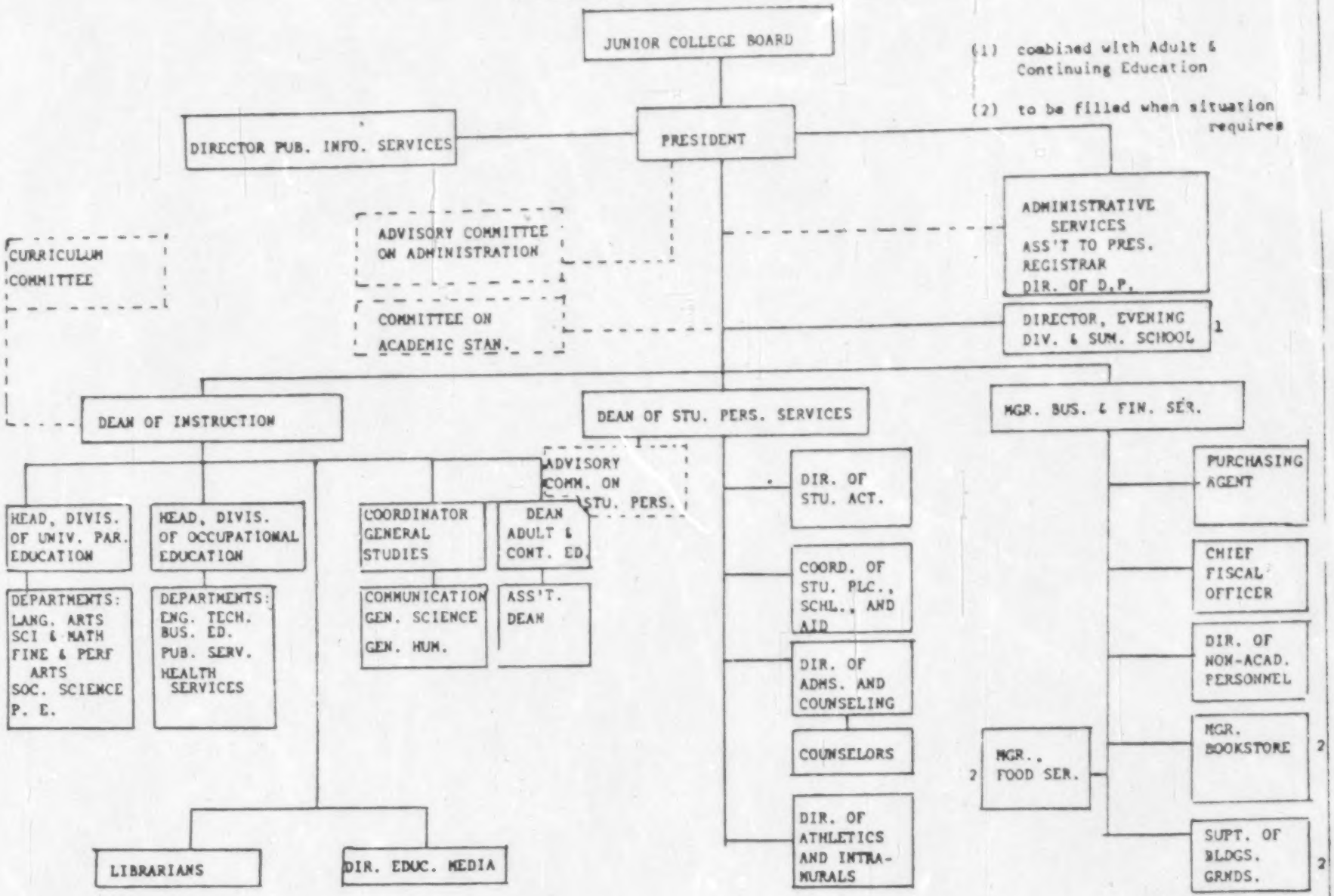
ORGANIZATION OF MORTON COLLEGE - 1968 - 1969


JUNIOR COLLEGE BOARD
(1) combined with Adult & Continuing Education
(2) to be filled when situation requires
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PRESIDENT
ADMINISTRATIVE SERVICES
ASS'T TO PRES.
REGISTRAR
DIR. OF D.P.
ADVISORY COMMITTEE ON ADMINISTRATION
CURRICULUM COMMITTEE
COMMITTEE ON ACADEMIC STAN.
DIRECTOR, EVENING DIV. & SUM. SCHOOL 1
DEAN OF INSTRUCTION
DEAN OF STU. PERS. SERVICES
MGR. BUS. & FIN. SER.
ADVISORY COMM. ON STU. PERS.
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DEPARTMENTS: LANG. ARTS SCI & MATH FINE & PERF ARTS SOC. SCIENCE P. E.
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